

OKLAHOMA BOARD OF CORRECTIONS REGULAR MEETING MINUTES

ITEM

PRESENTER

1. Call to Order Michael W. Roach, Chair
 Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:01 PM on Tuesday, March 27, 2018, at the Oklahoma Department of Corrections in Oklahoma City, Oklahoma.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 14, 2017. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time, place, and agenda of the meeting at 11:15 AM on March 23, 2018, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City. An amended agenda was posted at 12:58 PM on March 26, 2018, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City.

2. Pledge of Allegiance Adam Luck, Member
 Mr. Luck led all meeting attendees in reciting the Pledge of Allegiance to the United States Flag.

3. Roll Call Michael W. Roach, Chair
 Chair Roach asked the clerk to call the roll:

Kevin Gross, Member	Present	Adam Luck, Member	Present
Gene Haynes, Member	Present	Dianne Owens	Absent
Frazier Henke, Vice-Chair	Absent	Michael Roach, Chair	Present
Todd Holder, Secretary	Present		

Calling of the roll reflected a quorum was present.

4. Introduction of Region I Wardens Millicent Newton-Embry, Director
 ▪ Sharon McCoy, Eddie Warrior Correctional Center Region I
 Ms. Newton-Embry introduced Warden McCoy to the BOC members, providing a brief summary of their backgrounds during each introduction. A copy of her biography was included in the BOC Packet for March 27, 2018. There was no further discussion.

5. Introduction of Region II Wardens William Monday, Director
 ▪ Jeorld Braggs Jr, Lexington Assessment and Reception Center Region II

Warden Braggs was unable to attend the meeting and was not introduced. However, Warden Debbie Aldridge, Mabel Bassett Correctional Center, was invited to welcome the BOC members and other meeting attendees to the facility for the meeting. She provided historical information on the facility as well as current statistics of inmates housed at MBCC. There was

no further discussion.

6. Approval of Board of Corrections Regular Meeting Minutes from February 27, 2018 Michael W. Roach, Chair

Chair Roach stated the BOC had previously received the meeting minutes from February 27, 2018, for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for March 27, 2018.

Motion: Mr. Gross made a motion to approve the minutes and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – abstain; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The minutes were approved by majority vote. There was no further discussion.

7. Director's Comments Joe M. Allbaugh, Director

▪ Staff Walk Out Contingency Plan

Director Allbaugh advised the ODOC was made aware of the Oklahoma Public Employees Association (OPEA) action plan for state employees to submit annual leave requests for April 2, 2018, and possibly beyond, to participate in advocacy with the legislature regarding teacher and state employee pay increases. ODOC employees choosing to participate in the activity must do so using their own planned and approved annual leave or compensatory time in accordance with state law and ODOC policy. Director Allbaugh and staff prepared a contingency plan in the event facility staff participated in the walk out event. According to Director Allbaugh, notification was sent to all employees to submit requests for leave for this event, but it appears most ODOC staff are choosing to report to work that date. Director Allbaugh and BOC members expressed appreciation for the dedication of the agency's employees for continuing to support the mission. There was no further discussion.

8. Operations Update Scott Crow, Chief of Operations

- Joseph Harp Correctional Center (JHCC) Water Tower
- JHCC and Lexington Assessment and Reception Center (LARC) Lagoon Repairs
- Deployment of Handicap Vans
- Generator Assessments for Emergency Preparedness

Mr. Crow provided the following updates to the BOC:

- The \$264,000 water tower project at JHCC began this month and a temporary infrastructure is in place to provide water and maintain core functions at the facility. The facility has experienced issues with the water pressure and staff are working to fine-tune the system. LARC also experienced multiple water leaks coinciding with the onset of the temporary system being implemented. On March 24, 2018, a water leak was detected that was draining the water tower at LARC. In accordance with Title 61 and Title 74, Director Allbaugh authorized an emergency declaration on March 26, 2018, to

repair the leak.

- Lagoon repairs for JHCC and LARC are ongoing. Repairs continue on the leak that was found in the dyke on February 14, 2018. The site continues to be monitored for further leaks. Sod has been ordered to apply to the area for revegetation.
- Deployment of the five 15-passenger vans for use by medical units is occurring at several facilities. These vans are equipped with ADA-compliant lifts and restraints.
- The ODOC has 94 aging generators at various locations throughout the state. To improve efficiency and lengthen the life of each generator, staff are creating a preventative maintenance program to track all scheduled maintenance and repairs associated with those generators.

There was no further discussion.

9. Monthly Update on Inmate Population

Laura Pitman, Ph.D., Director

Population, Programs, and Strategic Planning

Dr. Pitman introduced Nate Brown as the new director of Program Services. Dr. Pitman shared Mr. Brown's career and education information with the BOC members. Mr. Brown thanked Dr. Pitman and Dr. Allbaugh for their support and appointment to the position.

Dr. Pitman then provided the agency's population update as of February 28, 2018. A copy of the update was included in the BOC Packet for March 27, 2018. In addition, Dr. Pitman provided BOC members with statistical data showing the turnover rates of the inmate population during FY 2017. There was no further discussion.

10. Monthly Update of FY 2018 Agency Budget

Ashlee Clemmons, Director

Business Services

Ms. Clemmons provided the agency's FY 2018 budget update as of January 31, 2018, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for March 27, 2018. There was no further discussion.

11. Approval of FY 2018 Supplemental Appropriation Request

Joe M. Allbaugh, Director

Director Allbaugh presented for BOC approval a request for a supplemental appropriation totaling \$8.75 million. He noted the ODOC continues to face an increasing population, insufficient staffing, aging/dilapidated facilities, changing standards of custody/care, and inadequate technology infrastructure. Without additional monies, the ODOC cannot fulfil its obligation to protect the public, the staff, and the inmates. The supplemental funding will concentrate on four areas: staffing; contracted beds; health services; and critical and necessary purchases such as emergency repairs.

Chair Roach stated the BOC had previously received the supplemental appropriation request for review and he would entertain a motion to approve. A copy of the supplemental

appropriation request was included in the BOC Packet for March 27, 2018.

Motion: Mr. Gross made a motion to approve the supplemental appropriation request and Mr. Haynes seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The supplemental appropriation request was approved by majority vote. Members discussed the high turnover rates in the ODOC medical field which are attributed to higher pay and better working environments in the private sector. There was no further discussion.

12. FY 2018 Oklahoma Correctional Industries Budget (October 1, 2017 – December 31, 2017) Justin Farris, Director
Oklahoma Correctional Industries
Mr. Farris provided an update on the FY 2018 Oklahoma Correctional Industries Budget for the second quarter. A copy of the update was included in the BOC Packet for March 27, 2018. There was no further discussion.
13. FY 2018 Agri-Services Budget Update (October 1, 2017 – December 31, 2017) Brad Bailey, Director
Agri-Services
Mr. Bailey provided an update on the FY 2018 Agri-Services Budget for the second quarter. A copy of the update was included in the BOC Packet for March 27, 2018. There was no further discussion.
14. Legislative Update Marilyn Davidson, Legislative Liaison
Ms. Davidson updated BOC members on the legislative session, providing information on the status of bills ODOC is tracking as well as actions taken on March 26, 2018, but legislators. There was no further discussion.
15. Approval of Board of Corrections Policies Penny Lewis, Director
Auditing and Compliance
 - P-020700 Oklahoma Department of Corrections Data System Management
 - P-100100 Training and Staff Development StandardsMs. Lewis presented and requested approval from the BOC of the policies as presented this date.
Chair Roach stated the BOC had previously received the recommended policy revisions for review and he would entertain a motion to approve. A copy of the final version of the policies was included in the BOC Packet for March 27, 2018.

Motion: Mr. Haynes made a motion to approve the policies as presented and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The policies were approved by majority vote. There was no further discussion.

16. Approval of Board of Corrections Resolution Leo Brown, Agency Chaplain /
Volunteer Coordinator
▪ National Volunteer Appreciation Week (April 15 –
21, 2018) Religious and Volunteer Services

Ms. Brown presented and requested approval from the BOC of the resolution recognizing National Volunteer Appreciation Week. Mr. Brown introduced volunteers present - Ms. Christie Luther, Ms. Virginia Brendle, and Mr. Jesse Buford - and Chair Roach allowed each to address the BOC and meeting attendees.

Chair Roach stated the BOC had previously received the BOC resolution for review and he would entertain a motion to approve. A copy of the final version of the resolution was included in the BOC Packet for March 27, 2018.

Motion: Mr. Gross made a motion to approve the resolution as presented and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The resolution was approved by majority vote. Director Allbaugh expressed his appreciation of all volunteers and commended those present for their passion and dedication to serving the inmates within the ODOC system. There was no further discussion.

17. Committee Reports Committee Chairs
Chair Roach asked the committee chairs for their reports.

- Audit/Finance Committee
The committee met on March 9, 2018, to discuss the items presented during the BOC meeting this date. There was nothing further to report.
- Criminal Justice Reform Committee
The committee did not meet and there was nothing to report.
- Public Policy/Public Affairs Committee
The committee met on March 26, 2018, to discuss the items presented during the BOC meeting this date. There was nothing further to report.
- Population/Private Prisons Committee
The committee met on March 27, 2018, to discuss the items presented during the BOC meeting this date. There was nothing further to report.
- Executive Committee
The committee met on March 9, 2018, to set the agenda for the meeting this date. There was nothing further to report.

18. New Business Michael W. Roach, Chair
There was no new business to discuss.

19. Announcements Michael W. Roach, Chair
There were no announcements.

20. Approval to Enter into Executive Session David Cincotta, General Counsel
Mr. Cincotta advised the item listed on the agenda would require adjournment to Executive Session for engaging in confidential communications between the BOC and its attorney. He recommended Chair Roach entertain a motion to adjourn.

Motion: Mr. Haynes made a motion to adjourn to Executive Session and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The motion was approved and the BOC entered Executive Session at 2:09 PM.

21. Approval to Return from Executive Session David Cincotta, General Counsel
The BOC returned to the meeting room at 2:51 PM and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

Motion: Mr. Holder made a motion to return from Executive Session and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The return from Executive Session was approved and the meeting resumed at 2:53 PM.

20. Approval to Adjourn Meeting Michael W. Roach, Chair
There being no further business to come before the BOC, Chair Roach requested a motion to adjourn the meeting.

Motion: Mr. Holder made a motion to adjourn the meeting and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 2:53 PM.

Submitted to the Board of Corrections by:

[signature on file]

Kimberley Owen, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on the twenty-fourth day of April 2018, in which a quorum was present and voting.

Approved by:

[signature on file]

John T. Holder, Secretary
Board of Corrections

Date